



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date <i>March 23, 1972</i>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <i>APR 19 1972</i> Application No. <i>114</i> Date Completed: <i>APR 27 1972</i>	
2. Agency Application No. <i>11</i>		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Ports Authority P. O. Box 2406 Savannah, Georgia 31402 Comptroller		4. Person to Contact G. J. Nichols	
				5. Working Title Comptroller	6. Tel. No. 912 964-1721
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1971 to Date		9. EXACT SERIES TITLE Collection Files			
10. What is the function of the office in which this record series is created The Comptroller is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the books of the Authority. He analyzes and checks all financial activities of the Authority for compliance with the Board's policies and the minutes of the Board of Directors meetings; is responsible for the auditing and accounting provisions of all contracts, leases, and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and co-ordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement These files include accounts receivable invoices and communications relative to payment thereof.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		4	6	2 3	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				7 None	
File Trays		2	1	This Year's Last Year's Preceding Year's All Prior Years'	
				15 N O N E	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published?
Monthly Accounts Receivable aging schedule ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout?
Consolidated listing of accounts ☒ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept/ until invoice is paid ~~years~~
- a. ☐ STATE LAW b. ☒ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
- The Statute of Limitation in collection of invoices is four years.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:
- A. ☐ Destroy immediately after cut off.
- B. ☐ Hold in current files area _____ month(s)/ _____ year(s), then:
- 1 ☐ Destroy.
- 2 ☐ Transfer to records center; hold _____ year(s), then: Destroy.
- 3 ☐ Destroy after audit (or _____ year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
- E. ☒ Other With draw from file upon payment of invoice and destroy.
- (Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:		Record Management Officer	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Audit Dept.	
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [Signature]</i> Secretary of State/Designee	4-19-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [Signature]</i> Law Department	4-17-72
		<i>[Signature]</i>	4-25-72